NATIONAL ARCHIVES
NATIONAL HISTORICAL PUBLICATIONS & RECORDS COMMISSION

Maine Historical Records Advisory Board

2014-15
HISTORICAL RECORDS COLLECTIONS GRANT PROGRAM

MAJOR GRANTS

AGRICULTURAL COLLECTIONS

CIVIL WAR-RELATED COLLECTIONS

GENERAL ARCHIVAL COLLECTIONS

Welcome to the Historical Records Collections Grant Program for the preservation of archival collections! Any subject area is eligible, but agricultural and Civil War collections are especially encouraged.

This is a collaborative effort of the Maine State Archives and the Maine Historical Records Advisory Board. Funding for the grant program comes from the National Historical Publications and Records Commission.

This packet contains information for the grant program for applicants requesting between $1,000 and $2,500. There is a separate application for smaller projects.

New to grants? Wondering if a project you are thinking about might be eligible? Confused by any part of the application? Just contact:

Maine State Archives
287-5790

Check our Web site for helpful hints, FAQs, and sample grant applications:
http://www.state.me.us/sos/arc/mhrab/grants.html

We look forward to working with you!

Dave Cheever
Maine State Archivist

This **Guide to the Historical Records Collections Grant Program: Major Projects** is arranged as follows:

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Historical Records Collections Grant Program:

Major Projects

INTRODUCTION

The primary purpose of this program is to preserve Maine's significant historical records (archives) and make them available to the public. In your narrative, it is very important that you make it clear why your records are important to understanding the history of Maine or the United States.

Projects dealing with *agricultural* collections and *Civil War* collections are especially encouraged because

> Maine has a rich agricultural heritage, but many of its farms are now disappearing. Collecting and cataloging agricultural collections will help ensure that the records of that heritage do not disappear.

> There is heightened interest in Civil War records because of the Civil War's sesquicentennial, providing an opportunity for repositories to highlight those collections. It is important that they are properly housed, organized, and made known to researchers in order to make good use of them without harming the collections.

Guiding concepts

In general, the Board favors the following approaches:
- Basic preservation steps, not intensive item-level conservation work.
- Describing your archival collection should be a logical process: A basic inventory of the entire collection, followed by a basic level of organization (description at the collection or series level; housed appropriately) before doing folder or item-level description. This program does not normally fund item-level description, except for photographs, which may be described individually at a basic level.
- Preservation of original information over preservation of the object.
- Cost effective approaches to the preservation of information.
- Digitization can be an effective method for improving access to a collection, but for most media, it is not a preservation method. Any digitization projects should also insure that the originals are archivally housed and are monitored.

I. APPLICATION INFORMATION

A. Who is eligible?

Local governments (towns, cities, counties) that comply with the *Rules for Disposition of Local Government Records*[1];

Non-profit organizations that are
- collecting organizations (e.g., historical societies, libraries, or museums) that have a mission statement and a collections policy [include with application], *or*
- organizations preserving institutional records (e.g., a grange) that have a mission statement [include with application];

State agencies whose responsibilities include caring for a historic collection.

In addition
- There must be a designated staff person or volunteer who cares for the collection.
- A person involved in the project must have had archival training that is relevant to the project, such as workshops, formal education, etc.
- Collections must be made available to the public by the end of the project by scheduled hours or appointment.

B. How can I strengthen my application?

Preference is given to projects that:
- use cost-effective approaches to preserving original information and making it available to researchers
- are part of a plan to place the entire collection of a repository under intellectual control as opposed to doing detailed work on a small portion of the collection

Projects are also preferred that:
- deal with historically significant collections
- address threats to collections (e.g., from environmental conditions, anticipated overuse)
- demonstrate the organization's ability to sustain a commitment to its collections and maintenance of its facilities
- preserve collections relating to agriculture and the Civil War
- include cash as part of the required match (the higher, the better, in proportion to your organization's capacity)
- demonstrate improved protection of the collection
- demonstrate a need for outside funding
- demonstrate collaboration with other organizations (libraries, governments, historical societies, etc.) where appropriate

Since the primary purpose of this program is to preserve Maine's significant historical records collections and make them available, it is very important that you make it clear why the collections are important to understanding the history of Maine or the United States.

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[1] Available online at http://www.state.me.us/sos/arc/records/local/schedules.html

C. Funding Amounts and Required Community/In-kind Match

Grant Amounts

Grant awards will be in the $1000 to $2500 range, although the Grant Review Committee might consider $3000 for work on an extraordinary collection of statewide importance or on a project that demonstrates strong collaboration. <u>If requesting over $2500, applicants must directly address the question of what makes their project extraordinary.</u> *Do not submit an application for more than the maximum amount; it will **<u>not</u>** be reviewed.* There is a separate program for projects of up to $1000.

Restrictions

All purchases made with grant funds and all matching contributions must be made <u>during the grant period</u> and must be directly associated with the project. Grant funds may not be used to pay for existing supplies or previous work. Grant funds may not be used to pay existing staff salaries, but may be used to pay someone who usually volunteers, or who is working beyond their regular hours.

Required Match

The applicant must supply a 1:1 in-kind or cash match. This means that for every $1 of grant money, the applicant supplies $1 of in-kind or cash match. Ineligible items may demonstrate commitment to the project, but may <u>not</u> be included as match in the budget. Although not required, the Board would prefer to see some of the match as cash for organizations with at least one full-time paid staff person.

In-kind (non-cash) match may include:
    portion of staff salaries devoted to the project;
    volunteer time (budget at the pay rate you would expect to have to pay someone);
    supplies or services that are donated, or supplies that were previously purchased;
    overhead (electricity, basic phone service, etc.): a maximum of 10% of the grant amount;
    donated housing or meals for a consultant or worker.

Cash match may include payment for:
    supplies, services, minor equipment;
    consultants, consultant expenses, or additional staff;
    <u>additional</u> hours from an existing employee.

Applicants are encouraged to involve local communities for in-kind support (i.e.: town donates the use of a copy machine; a local business donates acid-free paper, etc.).

D. Project Timing

Application Postmark Deadline:	Earliest Start Date:	Project must be completed by*:
October 1, 2014	December 1, 2014	November 30, 2015
October 1, 2015	December 1, 2015	May 31, 2016 *(note short project time)*

    * Additional time may sometimes be granted, if justified, on a project by project basis.

Organizations may submit only one application at each grant deadline. Applicants do not have to finish a project before submitting another application; projects may run concurrently. If the applicant does have an active project funded through this program, include a status report on that project with the application.

E. What materials are eligible?

Original historical records, usually unpublished, including:

- manuscripts (diaries, letters, etc., whether hand- or type-written, or in electronic form)
- accounting records (bound ledgers, account books, computer spreadsheets)
- photographic prints and negatives (slides are not eligible)
- architectural and engineering drawings and blueprints
- audio tape recordings, existing oral histories
- motion picture films and video tapes
- local government records scheduled to be retained permanently
- materials that may have been published and had limited distribution (such as postcards, stereo views, and maps)
- paper-based ephemera (documents with one time use: posters, invitations, etc.)
- scrapbooks containing original historical records.

F. What is <u>not</u> eligible?

- Major capital equipment or computers, cameras, software[2], etc. However, minor capital equipment which furthers the preservation of collections, such as environmental monitors, archival-quality shelving, flat files, and map cases, <u>is</u> eligible.
- building, architectural or landscape restoration
- exhibitions or publishing projects, whether traditional or Web based
- complete restoration (unbinding, deacidifying, and rebinding) of bound manuscripts[3]
- photographic slides
- museum objects or most published materials.

With the exception of photograph collections, *item-level cataloging is not normally supported by this program*. If you are cataloging at the item level (as opposed, for example, to the folder or series level), you must justify that approach.

G. Examples of Projects

- purchase storage materials (acid-free folders and boxes, photo sleeves, etc.) and archival quality shelving to rehouse a collection
- hire an archivist to create a finding aid for a large collection
- make archival copies of a photograph collection
- microfilm unique important records, including town records [special worksheet required: call 287-5790 or go to Web site]
- hire a consultant to evaluate collections facilities and recommend storage options and environmental condition improvements.

Please Note: Although digitizing may be used to improve access to a collection, it is generally not considered a preservation medium. Any projects involving digitizing must be justified within the context of overall collections care.

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[2] The State Archives has developed a free collections management software program for those who have Microsoft Access. Information and files are available at http://www.maine.gov/sos/arc/databases/#CMS.
[3] Microfilming is the most cost-effective way to preserve the information contained in the record books and <u>is</u> covered by the grant program.

HISTORICAL RECORDS COLLECTIONS GRANT PROGRAM
MAJOR PROJECT APPLICATION COVER SHEET

Applicant Organization: _____

Contact person: _____ Date: _____

Address: _____

_____

Phone number and hours available: _____

FAX: _____ E-mail Address: _____

Do you have a formally adopted Collections Policy? YES   NO *(circle one)*

    Date of Adoption _____ *Please submit first page*

Project Title _____

Brief (15-75 words) description of your project: _____

_____

_____

Budget

1. Grant money requested: _____

2. In-kind match: _____

3. Cash Match: _____

TOTAL cost of project: _____

(add 1-3)

Project Dates (See Section D "Project Timing" in the Guide.)

Beginning Date: _____

End Date: _____

Signature of Authorized Official (e.g., Executive Director, President of Board)

_____
        Name   Title

Have you included the following?
- ☐ Cover sheet
- ☐ Project narrative
- ☐ Budget (accompanied by Microfilming Worksheet for filming projects)
- ☐ Mission statement and First page of Collections policy OR Eligibility Form for Local Government Records (#1 of Project Narrative)
- ☐ Resume(s) or description of experience (#6 of Project Narrative)
- ☐ Letter(s) of support from any essential collaborators

Sample applications and recommended approaches are available upon request or on the web site (http://www.state.me.us/sos/arc/mhrab/grants.html).

Postmark deadlines

October 1, 2014; October 1, 2015
Please send completed application to:
Historical Records Collections Grant Program
Maine State Archives, #84 State House Station, Augusta, ME   04333-0084

Please answer the following questions in numerical order, in 1 to 4 pages. A single page is not normally sufficient to fully answer the questions. Certain items may be more applicable to some projects; response length may vary. You do not have to use this form, as long as you follow this format, and reply to each question. If you have any questions about the application, don't hesitate to contact Maine State Archives (287-5790).

1. **Eligibility Enclosures**
a. <u>Collecting Organizations</u> (historical societies, museums, etc.): Mission Statement and the first page of the Collections Policy. Libraries should submit the portion of their Collections Policy that relates to their archival material.
b. <u>Local Governments</u>: Eligibility Form for Local Government Records (available on Web site or by request)
c. <u>Organizations preserving institutional records</u> (e.g., a local grange): Mission Statement

2. **What is the specific Purpose of the Project?**

3. **Describe the Collection and Facility involved in the Project** *(see Worksheet following narrative questions)*

   Collections: Size, types of materials, dates, subject content, historical significance, threats, relationship to entire historical records collection.

   Facility: Dimensions (approximate); conditions; specific deficiencies and how they impact collections.

4. **Project Work Plan** *(see Worksheet following narrative questions)*
   Schedule, procedures, facilities, collaborations, finding aid

5. **Relationship to goals and plans of your organization**
   Describe your past and future commitment to the facility and collections, and your need for financial support in order to undertake this project.

6. **Personnel:** Attach resumes and/or describe qualifications. Identify the person who cares for your collection. For the principal people involved in the project, <u>insure that qualifications relevant to this project are clear.</u> Identify the training (archival workshops, formal education) that qualifies them for their role.

7. **Public Awareness.** Describe plans to create public awareness about the project (e.g., contact local newspaper, local legislator, town officials; send press releases).

Sample applications and recommended approaches are available upon request and on the web:
(http://www.maine.gov/sos/arc/mhrab/grants.html).

E. Worksheet for Project Narrative Questions #3 and #4

This worksheet is NOT a substitute for the required project narrative.
These items are central to our ability to review your project. Applications with incomplete answers are unlikely to be successful. This worksheet, while not mandatory, should help develop those answers. After completing it, use the information to write your narrative (you can give the answers in summary form or use bullets). If you wish, you may attach this sheet, but you still must answer Questions #3 and #4.

#3. Describe the collection <u>involved in the project</u>

- <u>Size of the collection</u> (specific numbers). Select the most convenient measurement; do not count the same materials twice.

  _____ linear feet   _____ letter-size file drawers   _____ boxes   _____ items

  _____ cubic feet   _____ legal-size file drawers   _____ other (specify)

- Which of the following <u>types of materials</u> are in the project collection? *(circle all that apply)*

manuscripts	photographs	motion picture films	postcards
diaries	blueprints	video tapes	stereo views
bound ledgers	maps	tape recordings	town/county records
other (specify):			

- Which materials predominate? _____

- <u>Dates</u> covered in the collection: Earliest year _____   Latest year _____

- Most (bulk) of the collection: Earliest year _____   Latest year _____

- <u>Content</u>
  What subjects are covered? *(circle)*

African Americans	Genealogy	Politics, government, law
Agriculture	Labor	Revolutionary War
Arts and architecture	Local history	Civil War
Business/industry/ manufacturing	Maritime	Science and technology
Medicine and health care	Military	Social service/charitable org.
Environment/natural resources	Native Americans	Education
Transportation and communication	Religion	Women
Other (specify):		

- What subjects predominate?

- What is the collection's historical significance? Why is it important in Maine history? Why would a researcher use this collection?

- Threats (if any) to the collection:

- What is the relationship of the project collection to the entire <u>archival</u> collection? (size, dates, etc.) E.g., "Our project collection comprises about 10% of our entire collection; but is the most important and most used of our collections."

#4. Describe the Project Work Plan

When will the project start? _____ When will it end? _____
What activities will take place and in what time period?

MONTH	ACTIVITY

How many people are on the project team?   _____
How often will the team meet; for how long each time?   _____
What will the rate of work be?   _____

- Does the math work? If you estimate how many photographs will be re-housed each month, and multiply it by the number of project months, will you be able to complete the project?

- Procedures. Include draft examples of relevant forms (data collection, etc.), if possible. How, exactly, will the work be done?

- Facilities/site description where the work will be done:

- Collaboration with other organizations (if any):

- How will collections be made available after the project is completed?

- What type of finding aid will you create?

Organization: _____

You do not have to use this sheet, as long as you follow this format. If your project involves microfilming, request a **Microfilming Worksheet**. Please outline the funds required to carry out your project, keeping in mind funding eligibility rules.

    Total Project Costs: Total estimated budget to carry out your project.
    Cash Match: Cash your organization will contribute to the project.
    In-Kind Match: In-kind services your organization will give as part of the matching requirement.
    Grant Funds Requested: The amount you are requesting from the grant program.

	TOTAL Project Costs	Less Cash Match	Less In-Kind Match	=	Grant Funds Requested
A. Project Staff (paid and volunteer) Name; time x rate				=	
				=	
				=	
				=	
B. Travel -- Destination; distance x $.44; other travel expenses *(specify)*				=	
				=	
				=	
C. Supplies and materials -- items, cost (remember to include shipping costs)				=	
				=	
				=	
				=	
				=	
D. Services (telephone, postage, printing, etc.)				=	
				=	
				=	
				=	
E. Microfilming *(Separate worksheet __must__ be filled out for microfilming costs. Enter the total here.)*				=	
F. Other costs (specify)				=	
				=	
TOTAL	A)			=	B)

Maximum Grant Amount (B) = 50% of Total Project costs (A)